



Manager's Report

for Council Meeting of February 28, 2006

HUMAN RESOURCES

New hires and terminations for the period of February 6 to February 21, 2006

New Hires

Gregory Bokan
Timothy Deike

Position

Planner
Airport Director

Department

Planning & Zoning
Airport

Promotions

None

Transfers

None

Separations

Katie Kurts	Outdoor Facilities Supervisor	Parks & Rec
Robert Shifflet	Maintenance Worker I	Airport

Retirements

None

PLANNING, ZONING & DEVELOPMENT

PLANNING DIVISION

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: FEBRUARY 8, 2006 – FEBRUARY 21, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Leesburg Central BLA TLBA-2005-0005 (SE corner of Harrison Street and Loudoun Street)	Boundary Line Adjustment Plat	3 rd	Proposal to adjust certain property boundaries to accommodate construction of 22,397 square feet of office uses in two three-story buildings and related infrastructure.
Banyan Cove TLPF-2005-0002 (900 block of Edwards Ferry Road)	Final Development Plan	4 th	Proposal to construct 15 multifamily townhouse units and related infrastructure.
Oaklawn Townhouses, Section 1 TLCD-2005-0001	Construction Drawings	2 nd	Proposal to construct 86 townhouses and related infrastructure.
Leesburg Commerce Center TLPF-2005-0006 (161-163 Fort Evans Rd NE)	Preliminary/Final Development Plan	3 rd	Proposal to construct 91,816 square feet of office and retail uses in two three-story buildings on 5.4 acres.
Leesburg Veterinary Specialists TLPF-2005-0005 (165 Fort Evans Rd NE)	Preliminary/Final Development Plan	3 rd	Proposal to construct an 18,300 square foot veterinary clinic.
Cornerstone Chapel Building Addition TLDW-2005-0005 (742 Miller Drive SE)	No Adverse Impact Plan	2 nd	Proposal to construct a 3,600 square foot building addition onto a church daycare facility.

PLANS REVIEWED DURING THE PERIOD OF (CONTINUED): FEBRUARY 8, 2006 – FEBRUARY 21, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Arcadia Office Building TLPF-2005-0010 (33 Sycolin Road, SE)	Preliminary/Final Development Plan	2 nd	Proposal to construct a 29,646 square foot office building.
River Creek Village TLPF-2005-0008 (1400 block of Edwards Ferry Road, NE)	Preliminary Development Plan	2 nd	Proposal to construct 133, 000 square feet of retail and office including one stand alone sit-down restaurant.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: FEBRUARY 8, 2006 – FEBRUARY 21, 2006			
Project Name (Address/Location)	<u>Project Type</u>	Submission Number	Proposal Description
BB&T Parking Lot Expansion TLDW-2006-0001	No Adverse Impact Plan	1 st	Proposal to expand the existing parking lot for the bank.
Catoctin Circle Center TLPF-2004-0012 (0-100 block of Catoctin Circle)	Final Development Plan	6 th	Proposal to construct a 99,200 square foot retail center (including a restaurant and office/retail uses) and related infrastructure.
Cornerstone Chapel Building Addition TLDW-2005-0005 (742 Miller Drive SE)	No Adverse Impact Plan	2 nd	Proposal to construct a 3,600 square foot building addition onto a church daycare facility.
Leesburg Commerce Center TLPF-2005-0006 (161-163 Fort Evans Rd NE)	Preliminary/Final Development Plan	4 th	Proposal to construct 91,816 square feet of office and retail uses in two three-story buildings on 5.4 acres.
Leesburg Veterinary Specialists TLPF-2005-0005 (165 Fort Evans Rd NE)	Preliminary/Final Development Plan	4 th	Proposal to construct an 18,300 square foot veterinary clinic.
Commerce Bank (Corner of Plaza Street and East Market Street)	Special Exception Referral	2 nd	Proposal to construct a bank on a pad site in the Leesburg Plaza parking lot.
Union Cemetery Expansion (Old Waterford Road)	Special Exception Referral	1 st	Proposal to expand the existing Union cemetery adjacent to Ida Lee Park.
Leesburg Plaza Shopping Center Retail Building TLPF-2006-0001 (East Market Street)	Preliminary/Final Development Plan	1 st	
Oaklawn Townhouses, Section 1 TLFS-2006-0001	Final Subdivision Plat	1 st	

PLANS APPROVED OR RECORDED DURING THE PERIOD OF: FEBRUARY 8, 2006 – FEBRUARY 21, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Leesburg Central TLPF-2004-0015	Preliminary/Final Development Plan	5 th Signature Sets	In approvable form - proposal to construct two three-story buildings with 22, 397 square feet of office use and related infrastructure.

ZONING DIVISION

Zoning Permits Issued Residential

None

Zoning Permits Issued Commercial

None

Occupancy Permits Issued Residential

3 SFA – Potomac Station

5 SFD – Stowers

Occupancy Permits Issued Commercial

None

SPECIAL EXCEPTIONS: 6 ACTIVE

1. TLSE-2004-0018 Gatehouse Networks/Edwards Landing. Located along Woods Edge Drive, NE at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on homeowner's association property. The plans were accepted for review on September 20, 2004. The Planning Commission public hearing was held on April 21, 2005. This application has been placed on hold pending determination of whether the current owner agrees to permit the application to continue.

2. TLSE-2005-0005 The Good Shepherd Alliance. Located at 37 Sycolin Road SE, the applicant seeks to obtain special exception approval to convert an existing office use to a 1,285 square foot homeless warming center. The application was accepted for review on September 8, 2005. First submittal referral comments were forwarded to applicant on October 21, 2005. The application was resubmitted on November 23, 2005 and second submittal referral comments were sent to applicant on January 4, 2006. Staff is awaiting a revised submission.

3. TLSE-2005-0006 Commerce Bank Drive-thru. Located in the Leesburg Plaza Shopping Center at the northwest corner of E. Market Street and Plaza Street, the applicant, Commerce Bank N.A., seeks to obtain special exception approval to construct a 4,100 square foot bank with a drive-thru. The application was accepted for review on September 21, 2005. The first submittal review comments were forwarded to applicant on October 21, 2005. The application was resubmitted on February 10, 2006 and the second submission referral comment due date is March 10, 2006.

4. TLSE-2005-0007 Loudoun Country Day School. Located at 237 Fairview Street, the applicant, Loudoun Country Day School, seeks to obtain special exception approval to make two classroom buildings that were approved under #SE 2001-02 permanent. The application was accepted for review on September 20, 2005. The Planning Commission public hearing was held on February 2, 2006 and a vote is expected at the March 2, 2006 meeting.

5. TLSE-2006-0001 Enterprise Rent-A-Car. Located in the Virginia Village Shopping Center in the northwest quadrant of the intersection of Catoctin Circle and Harrison Street, the applicant, Enterprise Rent-A-Car, seeks to obtain special exception approval to relocate their existing vehicle rental facility from the Bellewood Commons Shopping Center to a site in Virginia Village. The application is scheduled for a joint public hearing before the Council and the Planning Commission on February 28, 2006.

6. TLSE-2006-0002 Dale Lumber Company. Located at 16 Cardinal Park Drive, the applicant Dale Lumber Company, Inc., seeks to obtain special exception approval to make an outdoor storage area that was approved under #SE 2000-03 subject to a seven-year sunset provision permanent. The application was accepted for review on January 13, 2006. First submission comments from staff were sent to applicant on February 16, 2006. Staff is awaiting a revised submission.

REZONINGS: 3 ACTIVE, 1 PENDING

1. TLZM-2005-0001 Harrison Park: Located at the northeast quadrant of the intersection of Catoctin Circle and Harrison Street, the property is approximately 11.65 acres in size. The applicant, Mitchell and Best Homes, proposes a mixed-use community containing 352 multi-family units with 90 units in a two-over-two configuration to resemble townhouses with the remaining units to be located above office and retail uses, 74,890 square feet of which are proposed. A Planning Commission public hearing was held on November 3, 2005 and at its regular meeting on November 17, 2005 the Planning Commission recommended approval of the project by a vote of 4-3 with proffers. A Town Council public hearing was held on January 24, 2006 and a vote is expected at the February 28, 2006 meeting.

2. TLZM-2005-0002 Oaklawn at Stratford: Request to modify TLZM-1990-0116 concept plan and proffers to revise the transportation improvements schedule and provide for flexible uses per land bay. The application was submitted for acceptance review and was denied due to incompleteness of application. The applicant is working with staff on a resubmission.

3. TLZM-2005-0003 H-1 Overlay District Expansion: Located adjacent to the H-1 Overlay District, south of the W&OD Trail and east of Harrison Street. On October 12, 2005 the Town Council initiated an amendment to the Official Zoning Map to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. The Planning Commission public hearing was held on November 3, 2005 and at that meeting the Commission voted 6-0 (1 absent) to suspend its rules and voted 6-0 (1 absent) to recommended approval of this application to Council. The Town Council public hearing was held on January 24, 2006 and a vote is expected at the February 28, 2006 meeting.

4. TLZM-2005-0004 Loudoun Sport and Health Club: Located at 131 Fort Evans Road between that road and the Leesburg Bypass. The applicant S&H Loudoun, L.C. seeks to rezone 1.92 acres from the R-6 to the B-2 Zoning District to permit expansion of the commercial racquet club use. The plans were officially accepted for review on October 17, 2005. The Planning Commission public hearing is scheduled for March 2, 2006.

TOWN PLAN AMENDMENTS

The Zoning Division is not processing any amendments at this time.

ZONING ORDINANCE AMENDMENTS: 2 ACTIVE

1. ZOAM-2005-0002 Expansion of H-1 Overlay District. Council initiated amendments to the Zoning Ordinance at the October 12, 2005 regular meeting to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. The Planning Commission public hearing was held on November 3, 2005 and at that meeting the Commission voted 6-0 (1 absent) to suspend its rules and voted 6-0 (1 absent) to recommended approval of this application to Council. The Town Council public hearing was held on January 24, 2006 and a vote is expected at the February 28, 2006 meeting.

2. ZOAM-2006-0001 Administrative Sign Authority. Council initiated amendments to the Zoning Ordinance at the January 10, 2006 regular meeting to grant the Preservation Planner administrative approval authority for certain signage in the H-1 Old and Historic Overlay District. The Planning Commission public hearing was held on February 2, 2006 and at that meeting the Commission voted 7-0 to suspend its rules and voted 7-0 to recommended approval of this application to Council. The Town Council public hearing is scheduled for March 28, 2006.

BOARD OF ZONING APPEALS CASES

No cases filed at this time.

BOARD OF ARCHITECTURAL REVIEW CASES

The next scheduled B.A.R meeting is Wednesday, February 22, 2006 at 7:30 p.m. A total of 15 cases are on the agenda.

WATER & SEWER ADMINISTRATION**During this time frame there were:**

- No Public Facility Permits were issued.
- 13 work orders issued for meter sets
- 15 requests for occupancy inspection were issued.

Capital Projects Update

- Six plans and two right-of-way permits were received and reviewed with no requests for water and sewer system computer modeling.
- Negotiations for Carr Tank No. 2 and Rt. 643 tank designs are complete and the contract will be forwarded to Council for approval in February.
- Staff continues to meet with County staff regarding the extension of utilities to Philip A. Bolen Park.
- Utility Maintenance Building was awarded by Council to Waynsboro Construction and the award is on hold pending the acceptance of contract negotiations.
- The miscellaneous water system improvements with the latest improvements on Wirt Street.
- Six proposals were received from consulting firms in response to the Lower Sycolin Sewer Conveyance system. Staff is currently reviewing the proposals and a selection is expected soon.
- Staff attended the final EMS workshop in Roanoke. This group has begun implementation of the plan at the Water Pollution Control Facility and will soon expand to the other divisions. The application for E2 status was submitted to DEQ and has been reviewed with all comments addressed. Approval of the E2 status is expected soon.
- The miscellaneous sewer system improvement project is on hold pending determination of ability to ride on a previously awarded contract by Prince William County.

UTILITY LINES DIVISION**Routine items include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging
- sanitary sewer inspections and cleaning in high traffic areas

- assisting the Street Department with snow removal

Summary Programs

- There were 20 new connections to the Town's utility system.
- Staff responded to 2 water leaks, 1 main line leak and 1 sewer line repair.
- Staff responded to 676 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of February 17, 2006

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Balch Library	1	Library Reference Specialist	1/26/06	√	√				
Eng & PW	1	Senior Engineer (Plan Review)	7/14/05	√	√				
	1	Maint. Worker I (Buildings)	7/28/05	√	√	√	√		
	1	Admin Assoc I	11/15/05	√	√				
	1	Maintenance Worker III (Streets Div)	1/12/06	Internal Recruitment	√	√	√	√	√
Finance	2	Parking Enforcement Officers (PT)	12/06/05	√	√				
Human Resources	1	HR Director	6/30/05	√	√	√			
Legal Department	1	Deputy Town Attorney (PT)	1/13/06	√	√	√			
Planning & Zoning	1	Sr. Planner	10/21/05	√	√	√			
Police	3	Police Officer I	4/7/05	√	√	√			
	1	Police Records Assistant	1/9/06	√	√				
	1	Communications Tech	1/27/06	√	√				
WPCD	2	Utility Plant Operator or Utility Plant Operator Trainee	12/28/05	√	√	√	√	√	√
Total	17								

John Wells
Town Manager